



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

1. Application Date 4/16/73	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History. Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No.		Date Received MAY 1 1973	Application No. 73-335
3. AGENCY, Division, Subdivision & Administering Office Address Department of Transportation Division of Highways - Construction Section District Offices		4. Person to Contact Mel Bradford	
		5. Working Title Records Management Officer	6. Tel. No. 656-5253

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE.

☐ DISPOSE OF PRESENT ACCUMULATIONS;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series 1970 - To Date	9. Exact Series Title Daily Labor Cost Distribution File
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10. What is the function of the office in which this record series is created

The Division of Highways is responsible for the planning, location, design, construction and maintenance of all roads and bridges on the State Highway System. This includes: highway and bridge construction, the inspection and testing of materials used in building and maintaining highways, issuing permits and enforcing compliance of overweight and overdimensional rules and regulations for the movement of vehicles on the State Highway System, acquisition of all rights-of-way, vehicular and pedestrian, traffic control, location and aerial surveys, preparation of construction plans and specifications, and the location of public utilities as related to the State Highway System.

THIS IS AN AGENCY COMMON STANDARD

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement):

Documents relating to allocation of personnel costs to specific highway projects.

Included is Daily Time Roster (D.O.T. Form 577)

The file is arranged chronologically.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers Cu. Ft. of Records			
Letter-size File Drawers							
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s) In Storage Area(s)			
				This Year's	Last Year's	Preceding Year's	All Prior Year's
			AVERAGE DAILY REFERENCES				

13. Is this the Record Copy of the series? ☒ YES ☐ NO
14. Is there a duplication of this series in another office or agency? ☐ YES ☒ NO
15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication. ☐ YES ☒ NO
16. Does the series contain classified information requiring security handling? ☐ YES ☒ NO
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ YES ☒ NO
18. Could the function be performed if the files were lost or destroyed? ☐ YES ☒ NO
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ YES ☒ NO
20. Does the record series provide data as input to an EDP file? ☐ YES ☒ NO
21. Does the record series contain documentation produced as EDP printout? ☐ YES ☒ NO
22. Has the Federal Government issued instructions governing retention/disposition of these files? ☒ YES ☐ NO
Federal Highway Administration PPM 30-9 states that labor cost distribution cards or equivalent documents must be retained 4 years.
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ YES ☒ NO

24. REQUIREMENTS. The following requires the files to be kept 4 years:
- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☒ FEDERAL LAW e. ☐ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
- (Cite Law, Statute, or other reason for the retention requirement)

Federal Highway Administration PPM 30-9

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each
- ☐ CALENDAR YEAR - ☒ FISCAL YEAR - ☐ Other then:
- ☐ Hold in the current files area month(s)/ year(s):
- ☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold year(s):
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Destroy immediately after cut-off.
- ☒ Other: (Specify)

Hold in current files area 1 year or until State audit is completed, whichever is later; transfer to Local Holding Area; hold 3 years; then destroy. Records involved in any unresolved claim or audit questions will be retained until such claims are resolved.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Attach Samples of the Series

Records Management Officer *H. Bradford* Date *4/13/73*

26. Recommendations		<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	Head of Agency/Designee	Date
in Paragraph	State	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	<i>William H. H.</i>	<i>4-16-73</i>
	Records	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	<i>Carroll Hart</i>	<i>5-2-73</i>
	Committee	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	<i>W. H. H.</i>	<i>4-30-73</i>
		<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	<i>W. H. H.</i>	<i>4-2-73</i>

25 are: